

Mixed Use Development Type III Review

Handout #73 Revised 5/11/06



What is Mixed Use development?

Mixed use development refers to the development of a community with a mix of mutually-supporting retail, service, office and residential uses. It promotes cohesive site planning and design which integrates and interconnects two or more land uses into a development that are mutually supportive.

How do I know if a site is eligible for Mixed Use development?

There are two criteria that must be met before any development plan can be reviewed under the Mixed Use standards which include:

- Parcels or groups of contiguous parcels designated mixed use on the zoning map.
- If the requirements of the mixed use district conflict with other regulations, the more stringent of the two shall apply as determined by the responsible official.

What is the Mixed Use application and review process?

The process begins with a pre-application conference that must be held within 28 days from receiving the application.

What is a Pre-Application Conference?

The applicant must attend a pre-application conference prior to submitting their development application. The purpose of the pre-app is to acquaint the applicant with the requirements of the code and other laws that apply to their development. It is also a time for other agencies, such as the Washington Department of Transportation or Washington Department of Ecology, to comment on the proposed development. The public may attend the conference, but cannot make comment.

What is the application and review process?

Applications for Mixed Use developments must be submitted in conjunction with the associated Master Plan per Section 40.520.070 and Site Plan per Section [40.520.040](#). A mixed use plan will be processed under the Type III Review process, per Section [40.510.030](#).

A neighborhood meeting shall be held prior to submission of an application for a mixed use development. The applicant shall hold a public meeting to offer owners of property adjacent to the affected property an opportunity to participate in the development process. A pre-application conference is not a substitute for the required neighborhood meeting. The applicant shall follow the neighborhood meeting guidelines established by the county, as follows:

1. The neighborhood meeting shall be held within ninety (90) days of submitting the application.
2. The applicant shall send a notice of the meeting at least fifteen (15) days prior to the neighborhood meeting to:
 - The official representative(s) of the county-recognized neighborhood association(s), if applicable, in whose boundaries the affected property is located, based on the list of official neighborhood associations kept by the responsible official, and
 - Residents and property owners of record of property within a radius of five hundred (500) feet of the subject property. The records of the County Assessor shall be used for determining the property owners of record, and
 - The responsible official.
3. The notice must identify the date, time and place of the meeting and provide a brief description of the proposed development.
4. A copy of the notice, proposed development plan as presented at the meeting, the mailing list, meeting summary and the sign-in sheet from the meeting shall be submitted with the application.

What is a Design Review Team?

Because of the special nature of a Mixed Use Development (MUD), the expertise of qualified and licensed professionals, working as a team, is required for the planning, development and construction of any MUD to ensure fulfillment of the purposes and objectives of Chapter 40.230 and MUD Design Standards.

The design team shall include, at a minimum, an architect and/or a landscape architect, and a civil engineer. The architect and civil engineer shall be registered to practice in the state.

One of the above professionals shall be designated by the applicant to be responsible for submitting materials to and communicating with the Development Services Division with respect to the concept and details of the development plan. This designated professional shall act as a liaison between the Department, the design team and the applicant. The selection of this liaison shall not prevent the applicant or any member of the design team from conferring with the development services staff or presenting material to the Hearing Examiner. The planning commission or county commissioners may require that the expertise of other professionals be used in the Hearing Examiner of the MUD if it is determined that the site merits special consideration due to particularly unusual or adverse features or conditions.

The applicant for a proposed MUD shall certify that two or more of the following have been involved with the preparation of the preliminary MUD:

1. An architect licensed in the state of Washington; and/or
2. A landscape architect licensed in the state of Washington; and/or

3. A registered civil engineer or a registered land surveyor licensed in the state of Washington; and/or
4. A certified arborist, if a vegetation management plan is required.

All plans and specifications required for the development shall be prepared and designed by engineers and/or architects licensed in the state of Washington.

What if the applicant didn't submit all of the required information?

The County conducts two application checks to ensure that applications are complete before staff begins their development review process. Prior to accepting the application, the Permit Services staff will conduct a “**Counter Complete**” review of the submittal package. This initial review ensures that **all items with a bold underlined space** listed within the subdivision submittal requirements have been submitted before accepting your application (see attached submittal list). These include:

1. Cover sheet & Table of Contents
2. Application Form
3. Application Fee
4. Pre-Application Conference Report
5. Developer's GIS Packet Information
6. Narrative
7. Legal Lot Determination Information
8. Approved Preliminary Plats Abutting the Site
9. Letters of Certification
10. Copy of Neighborhood Meeting Summary
11. Proposed Mixed Use Division Plan
12. Soil Analysis Report
13. Preliminary Stormwater Design Report
14. Proposed Stormwater Plan
15. Project Engineer Statement of Completeness and Feasibility
16. Proposed Phasing Plan
17. Traffic Study
18. State Environmental Review
19. Sewer Purveyor Utility Review Letter
20. Water Purveyor Utility Review Letter
21. Health District Development Review Evaluation Letter
22. Covenants or Restrictions
23. Associated Applications
24. Submittal Copies

Once the application is accepted, the original submittal package is routed to our review staff. Staff conducts a second completeness check, known as the “**Fully Complete**” review. This more detailed review ensures that **all items with a box to the left** listed under the numbered headings of the attached “Mixed Use Submittal Requirements,” have been submitted. As an example, does the “Mixed

Use Plan” show: “Site Design, Vehicular Access and Parking, Pedestrian Environment, Building Design, Landscaping and Screening,” etc.

If required items are missing from the original submittal, the applicant will receive a letter of “**Not** Fully Complete,” with a list of the missing items. If the applicant has not submitted the requested information within 30 days of this written request, staff will return the application and refund the application fee, less the processing costs incurred to date.

If **all** of the submittal requirements have been met, the applicant will be directed to submit five (5) additional copies that contain the revisions and additional information that may have been required to be Fully Complete. Once all Fully Complete copies have been received, the applicant will receive a “Fully Complete” determination letter and be vested on the date the Fully Complete application was submitted.

What is Vesting?

Upon a determination of Fully Complete, the application is vested with the development regulations that are in place at the time the fully complete application was submitted.

Examples:

- 1) An application is submitted on June 1 and determined to be “Fully Complete” in June 25. The application is vested as of June 1.
- 2) An application is submitted on June 1 and subsequently determined to be “**Not** Fully Complete” on June 25. In response, the applicant submits additional information on July 8. The revised application is subsequently determined to be “Fully Complete” on July 18 (Note: the completeness decision will be made within 14 calendar days of new submittals). The application is vested as of July 8, the day the fully complete application was submitted.

To be vested on the date a pre-application is filed (i.e., contingently vested), the following conditions must be met:

- 1) All the required pre-application conference information was submitted on the pre-application submittal date (Note: the Pre-Application Conference Report will indicate whether the application is contingently vested); and,
- 2) A fully complete application for substantially the same proposal was filed within 180 calendar days of the date the County issued the Pre-Application Conference Report.

What kind of public notice is provided?

In addition to the pre-application conference and neighborhood meeting notice requirements, Mixed Use developments will also have public notice provisions. Within 15 calendar days of a fully complete determination, notice of the application is mailed to:

- Property owners within a 300' radius of the project site, and
- Applicant.

At least 15 calendar days prior to the Mixed Use development public hearing date, notice including the date, time and place of the hearing and a description of the proposal will be:

- Posted at the site,
- Published in the newspaper,
- Mailed to property owners within a 300' radius (if within an urban growth boundary), or a 500' radius (if outside an urban growth boundary) of the project site, and
- Mailed to the applicant.

The notice will invite interested parties to present testimony at the hearing either orally or in writing.

What is a SEPA determination?

The State Environmental Policy Act (SEPA) requires a review of environmental impacts of the proposed development. County staff and interested agencies will review the development application to determine its compliance with applicable Federal, State and County Code. Through this process, a determination will be made as to whether the impacts will be considered non-significance (DNS), mitigated non-significance (MDNS) (i.e., conditions can be required to mitigate anticipated impacts), or significance (DS). For a DNS or MDNS determination, an analysis will be incorporated within the Staff Report and final decision. If a DS determination is made, the applicant is required to prepare an Environmental Impact Statement (EIS) prior to the County considering the proposed subdivision. The SEPA determination is published in the newspaper.

What is a Staff Report?

Staff's role is to prepare a Staff Report that summarizes their review of the proposal against the requirements of the Clark County Unified Development Code (UDC). In this report, staff will make a recommendation to approve, approve with conditions or deny the application. This written report/recommendation will be mailed to the applicant at least 14 calendar days prior to the scheduled public hearing on this matter.

What happens at the public hearing and when do I get to speak?

First, the Hearing Examiner will open the hearing. Next, County staff will present an overview of the proposed project to the audience, including the CVTV audience. The staff will then proceed to give a more detailed description of the project and design considerations, showing the proposed development plan and other drawings by utilizing the overhead projector. Staff will conclude with a summary of their analysis and findings, and make a recommendation whether the application meets or exceeds the approval criteria.

Next, the applicant may present their testimony and address issues regarding the staff report and recommendations. This is also the time for the applicant to address issues they believe may be brought up during the public testimony portion of the hearing, and/or issues they believe the Hearings Examiner may raise.

Following the applicant presentation, the hearing will be open to the general public for their testimony. Once all the public testimony has been presented, the applicant will have the opportunity to provide rebuttal testimony. The Hearing Examiner will then close the public hearing.

When will a decision be made on the application?

Following the pre-application conference, the applicant submits a full development application for review. Upon submittal, the county conducts a “Fully Complete” review to determine if the application includes all the required information. A letter of completeness must be sent to the applicant within 21 days of application.

A public hearing must be held within 78 days from issuance of a determination of application completeness, and a decision issued within 92 days.

Note: The above review deadlines may be extended when requested by the applicant. These requests are sometimes needed to allow the applicant time to submit additional information.

Can the decision be appealed?

Yes. Appeals must be submitted in writing, together with the appeal fee, within 14 calendar days of mailing the decision.

The Hearing Examiner’s decision may be appealed to the Board of County Commissioners by the applicant or a party of record (i.e., someone who presented written or verbal testimony, or signed the hearing sign-in sheet on the specific application). The fee for an appeal before the Board is **\$266.00**.

Note: This handout is not a substitute for county code. For more detailed information, please refer to Clark County Code 40.230.020

Public Service Center
Community Development Department
1300 Franklin Street
Vancouver, WA 98660
(360) 397-2375 EXT. 4489
Web Page at: <http://www.clark.wa.gov>



ADA COMPLIANCE PROGRAM:

For an alternate format, contact the Clark County ADA
Compliance
Office, V (360) 397-2375-2025; TTY (360) 397-2445: E-
Mail:
ADA@clark.wa.gov

DEVELOPMENT REVIEW MIXED USE DEVELOPMENT APPLICATION SUBMITTAL REQUIREMENTS

The following checklist identifies information to be included with the Application. All items with a bold underlined space (i.e.,) must be submitted before the application will be considered “**Counter Complete**.” All bulleted items with a box must be submitted before the application will be determined “**Fully Complete**.” All bulleted items with a dot must be submitted, as applicable, but are not a “Fully Complete” requirement. **(Note: The Pre-Application Conference Report will indicate any additional/exempted submittal requirements).**

At the time of application, only **one copy of the main submittal** with original signatures, **shall be submitted and bound by a jumbo clip or rubber band**. One copy of any **special studies** (e.g., wetland, floodplain, etc) **shall also be submitted but bound separately**.

Once the original application contains all the required information, the applicant will be contacted to submit additional copies of the main submittal and any special studies with revisions.

1. **COVER SHEET AND TABLE OF CONTENTS** - Each submittal packet shall contain a cover sheet that contains the project name and applicant's name, address, e-mail address, and phone number. A table of contents, tabs and/or dividers to provide assistance in locating the various requirements shall follow the cover sheet.
2. **APPLICATION FORM** - The application form shall be completed and original signed in ink by the applicant.
3. **APPLICATION FEE** - The requisite fee for site plan review shall accompany the application. The check is to be made payable to "Clark County Community Development".
4. **PRE-APPLICATION CONFERENCE REPORT** – A copy of the “Pre-Application Conference Report” must be submitted.
5. **DEVELOPER’S GIS PACKET INFORMATION**
A copy of the “Developer’s GIS Packet” shall be submitted with the Conditional Use application submittal. This packet is available from the

Dept. of GIS, Public Service Center, 2nd Floor, 1300 Franklin Street, Vancouver, WA for **\$30.00**, and must be ordered [(360)-397-2375, ext. 4082] at least 24 hours prior to pickup. The packet includes the following:

- General Location Map
- Property Information Fact Sheet
- Arterial Roadway, C-Tran Bus Routes, Parks and Trails Map
- Elevation Contours Map
- Photography Map
- Photography Map with Contours
- Zoning Map
- Comprehensive Plan Map
- Water, Sewer and Storm Systems Map
- Soil Type Map
- Environmental Constraints Map
- Quarter Section Map

6. — NARRATIVE

A written narrative shall be submitted that addresses the following:

- ❑ How the application meets or exceed the requirements of 40.520.070 Master Planned Development;
- ❑ How the application meets or exceeds each of the applicable Mixed Use Design Standards, to include::

Site Design

- ❑ Open Space
- ❑ Building Use, Location and Orientation
- ❑ Street Corners

Vehicular Access and Parking

- ❑ Street Pattern and Layout
- ❑ Street Design
- ❑ On-Site Vehicular Access and Connections
- ❑ Parking Lot Location and Design
- ❑ Parking Garages

Pedestrian Environment

- ❑ Sidewalk and Pathway Standards
- ❑ Pedestrian and Bicycle Circulation
- ❑ Pedestrian Amenities

Building Design

- ❑ Building Entries
- ❑ Architectural Scale
- ❑ Building Details (including entries and corners)
- ❑ Building Materials and Color

Landscaping and Screening

- ☐ Landscaping
- ☐ Screening Elements

Signage

- ☐ Existing Standards

Single-Family/Duplex Developments

- ☐ Subdivision Design and Site Layout
- ☐ Lot and Building Design
- ☐ Accessory Dwelling Unit (ADU)
- ☐ Cottage Housing;
- ☐ How the proposed plan meets the minimum area and dimensions of the base zone;
- ☐ How the issues identified in the pre-application conference have been addressed, and generally, how services will be provided to the site; and,
- ☐ The proposed hours of operation, frequency of truck deliveries and construction schedule.

7. ____ LEGAL LOT DETERMINATION INFORMATION

The preliminary plan shall encompass the entire area of the legal lot(s) involved in the plat and designate the proposed use (i.e., lots, tracts, easements, dedications) for all land contained within the plat and any boundary line adjustments to be completed prior to final plat. In order to demonstrate that the subject lot(s) has been created legally, the following must be submitted:

- ☐ Current owner's deed if lot determination not required, as specified in the Pre-Application Conference Report, or one of the following:
- ☐ Prior County short plat, subdivision, lot determination or other written approvals, if any, in which the parcel was formally created or determined to be a legal lot; or,
- ☐ Sales or transfer deed history dating back to 1969, to include copies of recorded deeds and/or contracts verifying the date of creation of the parcel in chronological order with each deed identified with the Assessor's lot number.

8. ____ APPROVED PRELIMINARY PLATS ABUTTING THE SITE

A map shall be submitted that shows all approved preliminary land divisions that are yet to be recorded (as listed within the pre-application conference summary), that abut the site (including across public and private streets from the site). Also include preliminary approved and unrecorded divisions that are between the site and nearest public or private street providing vehicular access to the site.

9. LETTERS OF CERTIFICATION - Letters of certification shall be submitted for the following:

- Notice of neighborhood meeting and mailing list of residents and land owners within 500 feet of the development site; and
- Mailing of neighborhood meeting summary (see "Clark County Neighborhood/Developer Review Meeting Administrative Guidelines").

10. COPY OF NEIGHBORHOOD MEETING SUMMARY - A copy of the neighborhood meeting minutes or summary shall be submitted.

11. PROPOSED MIXED USE DEVELOPMENT & SITE PLAN

In addition to the Site Plan and Master Plan review submittal requirements, the following shall be provided:

- The proposed plan shall be drawn to a minimum engineer's scale of 1" = 200' on a sheet no larger than 24" x 36", and

The following information shall be clearly depicted on the proposed development plan:

GENERAL INFORMATION

- Applicant's name, mailing address and phone number;
- Owner's name and mailing address;
- Contact person's name, mailing address, and phone number;
- North arrow (orientated to the top, left or right of page) scale and date;
- Proposed name of project (i.e., subdivision or business);
- Vicinity map covering ¼ mile radius from the development site (not required for rural area plans); and,
- Area of the site in acres or square feet.

EXISTING CONDITIONS

Environmental

[On and within one hundred (100) feet of the site] For purposes of being determined fully complete, only those existing conditions that are shown on the GIS map, known by the applicant or are discussed in the pre-application summary must be included on the proposed plan).

- Topography at 2 foot contour intervals, or other intervals if not available from a public source (see GIS Packet);
- Watercourses (streams, rivers, etc.) (see GIS Packet);
- Center of stream surveyed for all on-site water- courses with Professional Land Surveyor Stamp and signature;
- Areas prone to flooding;
- FEMA designated floodplains, flood fringe, or floodway (see GIS Packet);
- Designated Shoreline areas (see GIS Packet);

- ❑ Water bodies and known wetlands (see GIS Packet);
- ❑ Wetland delineation (see Pre-application Report) ;
- ❑ Unstable slopes and landslide hazard areas (see GIS Packet);
- ❑ Significant wildlife habitat or vegetation (see GIS Packet); and ,
- ❑ Significant historic, cultural or archaeological resources (see GIS Packet and Pre-Application Report).

Land Use and Transportation

- ❑ Layout, square footage and dimensions of all parcels;
- ❑ Location(s) of any existing building(s) on the site and use;
- ❑ Location and width of existing easements for access, drainage, utilities, etc.;
- ❑ Name, location and width of existing rights-of-way;
- ❑ Centerline and right-of-way radius of existing roadways that abut the site;
- ❑ Name, location, width and surfacing materials (e.g., gravel, asphalt or concrete) of roadways and easements (private and public);
- ❑ Location of existing driveways and those driveway across the street to include distance between driveways and roadways (edge to edge);
- Location and width of existing pedestrian and bicycle facilities on and within 100 feet of the site; and,
- ❑ Transit routes and stops within 600 feet of the development site (see GIS Packet).

Water and Sewer

- ❑ Location and direction to nearest fire hydrant (see GIS Packet);
- Location of existing sewage disposal systems and wells on the site; and,
- Location of existing sewage disposal systems and wells within 100 feet of the site (as available from the health district).

PROPOSED IMPROVEMENTS

Environmental

- Wetland, stream, steep bank buffer areas/protected areas; and,
- Planned enhancement areas.

Land Use and Transportation

- ❑ The configuration and dimensions of the project boundaries, proposed lots and tracts, including proposed park, open space, and or drainage tracts or easements;
- ❑ Dimensions of all proposed easements;
- ❑ Location (i.e., dimensions from property lines) of any existing buildings to remain on the site to include approximate square footage. For all structures include the number of stories, construction type (e.g., metal, wood, concrete block, etc.) and proposed uses;

- Location and width of all road rights-of-way;
- Pedestrian and transit facilities;
 - For MX District, site plan shall include layout and architectural drawing of all streetscapes, including landscaping, hardscape, public seating; public artwork and abutting building features;
- Pedestrian and transit facilities;
- Location and width of proposed pedestrian and bicycle improvements other than those in standard locations within road rights-of-way; and,
- Location, width (e.g., curb to curb distance) and surface material of all proposed roadways (private and public), provided by drawing or note and typical cross- section (from county road standards);
- Location of all road segments in excess of 15 percent grade that are either on the site or within 500 feet of the site which are being proposed for site access;
- Location, width and surface material of off-site roads which will provide access to the site within 500 feet of the site;
- Location and width of proposed driveways for corner lots and driveways where site distance standards cannot be met;
- Site distance triangles where site distance standards can not be met;
- Location and width of proposed easements for access, drainage, utilities, etc. (provided by drawing or note);
- For CU, MP, PUD, MX and Site Plan:
 - Layout of proposed structures including square feet;
 - Architectural drawings and sketches indicating floor plan, elevations, types of materials and colors, and type of construction per the Uniform Building Code;
 - Location, dimensions and number of off-street parking and loading areas; and,
 - Location and dimensions of recyclables and solid waste storage areas.
- For MX District, site plan shall include elevations showing transition and scaling with abutting buildings.

Landscape Plan

- Landscaping – Landscape plan for urban area arterial and collector roadways and on site landscaped areas to include:
- Location, number, species, size at planting, and spacing of proposed plant material;
- Location, number, species and size of existing landscape material to be removed and/or retained;
- Location, type (such as sod, groundcover or shrub mass) and area (in terms of square fee and percentage of site) of all soft landscaped areas and buffers;
- Location, height and materials of fences, buffers, berms, walls and other methods of screening;

- ❑ Surface water management features integrated with landscape, recreation or open space areas;
- ❑ Location, size and construction type of hard landscaping features such as pedestrian plazas; and,
- ❑ Active and passive recreational or open space features.

Sign Plan

- ❑ For CU, MP, PUD and Site Plan, a sign plan shall be submitted that includes size, height, and location of all proposed signs.

Outdoor Lighting Plan

- ❑ For CU, MP, PUD and Site Plan, an outdoor lighting plan shall be submitted that shows the areas of illumination for each outdoor light.

12. __ SOIL ANALYSIS REPORT

13. __ PRELIMINARY STORMWATER DESIGN REPORT

14. __ PROPOSED STORMWATER PLAN

15. __ PROJECT ENGINEER STATEMENT OF COMPLETENESS AND FEASIBILITY

The project engineer shall include a statement that all information required by Clark County Code 40.380 Stormwater and Erosion Control Ordinance, is included in the preliminary stormwater plan and that the proposed stormwater facilities are feasible.

16. __ PROPOSED PHASING PLAN

A phasing plan shall be submitted (if applicable), to include transportation and water quality improvements.

17. __ TRAFFIC STUDY

- ❑ Depending on the impacts associated with the proposal, a traffic study may be required to be undertaken by an engineer licensed to practice within the State of Washington, with special training and experience in traffic engineering. If a traffic study is required, the county will provide a scope of the study at the pre-application conference;
- ❑ Traffic study must be stamped, signed, and dated by a Professional Civil Engineer registered in the State of Washington; and,
- ❑ Road Modification application, if applicable.

18. __ STATE ENVIRONMENTAL REVIEW

A State Environmental Policy Act (SEPA) ENVIRONMENTAL CHECKLIST must be completed, original signed in ink and submitted (*available at the Customer Service Center*)

19. SEWER DISTRICT UTILITY REVIEW LETTER

A utility review letter must be submitted from the public sewer district, or 1 copy of a preliminary soil suitability analysis, or equivalent, for on site systems from the Clark County Health Department. For existing septic systems, provide a copy of the original approval. (*Clark county Health Department is located at 2000 Fort Vancouver Way, Vancouver, (360) 696-8428*)

20. WATER UTILITY REVIEW LETTER

A utility review letter must be submitted from the public water purveyor, noting the ability to meet water pressure and fire flow requirements of the Fire Marshal (as specified within the "Pre- Application Conference Summary Report"). Or provide current evidence of the availability of suitable ground water where the water purveyor has determined public water or community water systems cannot be provided. (*Contact the Clark County Health Department*).

21. HEALTH DEPARTMENT PROJECT REVIEW EVALUATION LETTER, IF USE OF WELLS OR SEPTIC SYSTEMS IS PROPOSED

A Clark County Health Department Project Review Evaluation Letter must be submitted if the proposed development is planning to use wells and/or septic systems. This evaluation is conducted to identify any on-site water wells or septic systems, and confirm that the use of wells and/or septic systems is feasible. (**Note:** A Health Department Evaluation Letter must be submitted with the Final Construction Plan Review Application if it has not been previously submitted with the Preliminary Plan Review Application.)

22. COVENANTS OR RESTRICTIONS

All existing covenants or restrictions and/or easements that apply to the property must be submitted (*available from a Title Company*).

23. ASSOCIATED APPLICATIONS

Applications associated with the preliminary plat, to the extent applicable (e.g., floodplain, habitat, shoreline, wetland, variances, etc.) must be submitted prior to or concurrent with this application (see Pre-Application Conference Report).

24. SUBMITTAL COPIES:

____ One copy of the main submittal, bound by a jumbo clip or rubber band, with original signatures; and,

____ One copy of any special studies (e.g., wetland, floodplain, etc) and bound separately.

When all required information is submitted with the original application, the applicant will be directed to submit five (5) additional individually bound copies of the **main submittal**, including copies of the “Developer’s GIS Packet”. The applicant will also be directed to submit additional individually bound copies of any **special studies** as identified below. These copies must contain any revisions or additional information required in the Fully Complete review, and bound using jumbo clips, stapled, comb or spiral binding, etc.

Copies of any special studies (as identified within the “Pre-Application Report”) as following:

- ☐ 1 original - Archeological Pre-Determination Report
- ☐ 1 original - Archeological Study
- ☐ 1 original and 3 copies - Traffic Study and Road Modification requests
- ☐ 1 original and 2 copies of all other special studies or permits to include: Critical Aquifer Recharge Areas (CARA), floodplain, geo-hazard, habitat, shoreline, stormwater, erosion control plan, and wetland).
- ☐ 2 reduced copies of 11” x 17” for all sheets larger than 11” x 17.”

Mining Permit Applications - A 6th copy of the main submittal package must be submitted for distribution to the Department of Natural Resources (DNR).

Staff Notes:

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This application was determined to be Counter Complete on:

____/____/____

Community Development Specialist:_____

MIXED USE PLAN (& Master Plan) REVIEW FEE SCHEDULE

The following fees are required to be paid at submittal of a preliminary Mixed Use application.

Residential	$\$5,417 + \$150/\text{unit}$ (Min. fee = \$5,417 / Max. fee = \$15,167)*
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Non-Residential	$\$5,417 + \$0.88/\text{sq. ft on ground floor and}$ $\$0.48/\text{sq. ft on upper floor(s)}$ (Min. fee = \$5,417 / Max. fee = \$22,489)
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Environmental Checklist Review (SEPA):	$\$1,810 + \$26/\text{lot}$
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Lot Determination Fee:	$\$175 \text{ plus } \$65/\text{lot over } 2^{**}$
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*50% reduction of subdivision fee if Mixed Use and subdivision filed simultaneously

**This fee is not required if a previous legal review has been completed.